

City of Chattanooga, TN
Personnel Class Specification

Class code 0560

FLSA: Exempt

CLASSIFICATION TITLE: CHIEF SIGN INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/specialized work functions associated with conducting inspections and ensuring compliance with applicable sign ordinances and related codes.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Supervises and performs field inspections, surveys and investigations relating to enforcement of sign ordinances; assists in enforcing electrical codes and safety codes; measures sizes and distances; inspects electrical wiring on signs.

Interprets and enforces the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Provides information and technical assistance concerning code requirements; discusses problem areas with property owners and contractors; responds to questions or complaints concerning code violations.

Mediates disagreements or code interpretations between inspectors and contractors, architects, developers or the public.

Coordinates inspection activities with other departments, contractors, the public, or other individuals.

Works closely with city attorney's office to ensure code compliance.

Trains inspectors on codes and code changes.

Reviews and approves/denies sign permit applications and drawings to assure code compliance.

Obtains drawings and right-of-way information from state department of transportation.

Removes illegal signs from city/state rights-of-way.

Issues correction notices and court citations for violations of sign ordinance and electrical code.

Makes photographic records of signage for presentation at board hearings, meetings, and city court.

Presents variance requests to Sign Appeals Board.

Attends board meetings, city council meetings, and other meetings as needed.

Maintains city-wide inventory of signs; maintains political sign inventory.

Maintains file system of department records; maintains video library for all detached signs.

Reviews possible amendments and code changes; provides input and recommendations.

Prepares or completes various forms, reports, correspondence, logs, correction notices, citations, performance appraisals, or other documents.

Receives various forms, reports, correspondence, daily reports, sign permit applications, job applications, attendance records, complaint forms, surveys, architectural drawings, electrical diagrams, construction plans, maps, manuals, code books, ordinances, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, e-mail, or other software programs.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, board members, city council, city attorney, contractors, property owners, state department of transportation, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle used to conduct work activities.

Verifies proper licensing of contractors and their employees.

Reviews and makes corrections to Sign Appeals Board meeting minutes.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in electrical maintenance; supplemented by six (6) to nine (9) years previous experience and/or training that includes electric sign installation/service and general electrical maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Class III Electrical Contractor's License. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, temperature extremes, machinery, electric currents, or traffic hazards.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.